

ADMINISTRATIVE SECRETARY
Health Department

General Statement of Duties: Performs a variety of complex clerical, computer and typing tasks; does related work as required.

Distinguishing Features of the Class: An employee of this class is responsible for varied clerical work requiring the incumbent to exercise independent judgment in the application of the City's policies and procedures. Incumbent may supervise and/or review work of other workers in the department.

Examples of Work: (Illustrative Only)

- Types correspondence, memoranda, reports, statistical tabulations, and other materials from rough draft copy and/or personally composes correspondence;
- Prepares payroll, performing the computations involved; operates computer and printer using SMART system software operates memory typewriter, adding machine, calculator, photo copier, and other office machines;
- Prepares and processes vouchers, requisition forms, purchase orders, and invoice forms;
- Organizes and maintains complex files, controls records, and indexes files;
- Maintains departmental personnel records;
- Researches, compiles and computes data for clinics, budgets, state reports and Board of Health information;
- Identification of infectious diseases and immunizations required for school and foreign travel;
- Furnishes the public with general information and advice in regard to the City's policies and procedures;
- Reviews and/or supervises work of subordinate personnel as required.
- Maintains records and prints licenses for food and food service establishments, mobile units, vending machines, motel and hotels, schools, pools and burning permits;
- Assists at child immunization clinic, maintains records, orders vaccine and keeps inventory of vaccines to assure needed supplies are available
- Deals with the public in person and over the phone, taking complaint calls and providing appropriate information.

Required Knowledge, Skills and Abilities: Good knowledge of office practices and procedures, business English and arithmetic; knowledge of simple bookkeeping and accounting principles; ability to proficiently operate typewriter and computer; ability to effectively communicate both orally and in writing with the public, other agencies and staff.

Acceptable Experience and Training: Prefer completion of a standard high school course with one year's experience in general clerical work, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.